

## **POLICE OFFICER**

**General Statement of Duties:** Performs general duty police work in protection of life and property, enforcement of laws and investigation of crimes; does related work as required.

**Distinguishing Features of the Class:** The work of this class involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances in a designated area or an assigned shift or on special assignments. Duties normally consist of routine patrol, accident and criminal investigation, and traffic regulation which may be performed in cruiser cars or on foot. Police Officers also may be assigned duties as youth counselors or in training or community relations areas. The work involves an element of personal danger and the employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Assignments may include work at headquarters on special tasks which call upon specialized abilities and knowledge. Work assignments are general and special instructions are received from a superior officer who reviews work methods and results through reports, personal inspection and discussion.

### **Areas of Accountability:**

1. Patrols city streets for crime suppression and provides public service.
  - Reviews reports, statistics and other compiled information to determine areas in need of selective enforcement;
  - Transmits messages over the police radio broadcast system;
  - Arranges for the removal of abandoned and/or disabled vehicles;
  - Provides security checks for businesses and residences;
  - Provides escort for money or valuables;
  - Engages in high speed pursuit driving;
  - Participates in large scale area search parties for persons or evidence;
  - Engages in stake-out assignments for criminal suspect apprehension;
  - Actively reviews and maintains a current knowledge of known criminals, criminal vehicles, and associates and places of residence;
  - Provides assistance to crimes in progress;
  - Provides assistance and traffic control at motor vehicle accidents;
  - Delivers inter-agency papers;
  - Administers first aid to sick, injured or wounded persons;
  - Protects accident and crime scenes;
  - Transports prisoners and mental patients;
  - Handcuffs prisoners during transportation;
  - Searches prisoners;
  - Participates in pre-planned raids;
  - Requests record check, 10-28's, wants and warrants;
  - Re-stocks patrol vehicle with emergency supplies;
  - Evacuates buildings or other areas to remove persons in danger.

2. Provides inspection services through patrol activities.

- Investigates suspicious persons and vehicles;
- Physically examines and tests doors and windows of dwellings and businesses while on motor or foot patrol;
- Patrols locations on beat known to be dangerous or hazardous to the public;
- Physically examines abandoned vehicles, locates rightful owners.
- Establishes and notifies owners of impounded vehicles, communicates proper claiming procedures;
- Searches vehicle for contraband and evidence;
- Makes bar checks;
- Searches for missing, lost or wanted persons, juveniles;
- Searches buildings, properties, and vehicles for bombs or other hazardous devices;
- Searches buildings, properties or other structures for contraband, evidence or wanted persons;
- Investigates suspicious smells which may be evidence of criminal activity;
- Issues bicycle license/registrations, conducts investigations of lost or stolen bicycles.

3. Provides contact with the public during routine patrol engagement.

- Stops vehicles to effect felony arrest;
- Checks out lost or confused citizens;
- Delivers death messages;
- Informally counsels juveniles and their families;
- Mediates family disputes;
- Provides security for labor disputes;
- Issues citations for non-traffic offenses;
- Serves arrest warrants;
- Controls crowds, groups of spectators, etc.
- Makes arrests with and without warrants;
- Interviews witnesses and suspects;
- Refers persons to other agencies;
- Takes juveniles into custody.

4. Handles various types of incidents coming to his/her attention either as a called for service or request from the public while on patrol.

- Responds to activated alarm signals;
- Provides assistance to animal control personnel;
- Investigates crimes in progress, reported crimes, and complaints;
- Provides traffic direction and control for malfunctioning traffic control devices, other public safety hazards such as fires, explosions, etc.
- Provides assistance to other public safety, municipal agencies;
- Enforces parking regulations;
- Investigates traffic accidents.

5. Provides traffic supervision as called for service or comes to his/her attention while on patrol.

- Removes hazards while from the roadway;
- Advises appropriate agencies of traffic engineering needs;
- Monitors drivers for violations at traffic control devices;
- Monitors actions of pedestrians for violations of serious nature;
- Clocks speed of vehicles using radar, visual observation or estimation;
- Enforces motor vehicle laws of the road, including OMVUI, with applicable procedures for processing;
- Arrest and books traffic law violators;
- Inspects vehicles for licensing, registration, and mechanical defects;
- Issues warning violation citations for minor infractions;
- Escorts parades, emergency vehicles, dignitaries and oversize loads;
- Inspects and/or operates equipment of accident vehicles to determine operating condition;
- Takes measurements of accident scenes, sketch accident scenes and draws diagrams of accident scenes;
- Inspects and measures skid marks and other marks on the roadway as part of the investigation of accidents;
- Estimates vehicle speed using physical evidence and mathematical formulas or graphs;
- Takes appropriate enforcement action at accident scenes;
- Interviews victims, complainants and witnesses regarding accidents; - Interrogates suspects in regard to accident investigation.

6. Conducts criminal investigations for case clearance and/or solution.

- Interrogates suspects and prepares written statements;
- Evaluates crime scenes to determine investigative procedure to be followed and what assistance may be required;
- Requests investigative assistance, i.e. detectives, crime lab personnel, other officers, etc.
- Locates and interviews witnesses;
- Summarizes in writing statements of witnesses, complainants, etc.
- Inquires into incidents to determine if they are criminal or civil in nature;
- Organizes and conducts photo line-ups;
- Personally reviews records and pictures to identify suspects;
- Contacts various sources, such as employers, utility companies, schools, to help locate suspects, and/or witnesses;
- Participates in formal or informal surveillance of individuals or locations;
- Photographs crime scenes;
- Sketch or diagram crime scenes;
- Study rap sheets and M.O.'s of suspects;
- Coordinate investigations with other law enforcement agencies;
- Present facts of cases to prosecuting attorneys;
- Appear and testify in court proceedings;

- Prepares information and obtains search and arrest warrants;
  - Makes identification of deceased persons, searches such persons for personal property and examines for types of wounds, injuries, and makes preliminary determination of cause of death;
  - Conducts follow-up investigations to completion;
  - Uses "Identi-Kit" with victims/witnesses to produce a facial likeness of suspects.
7. Collects, handles, stores, preserves, & examines evidence of all types.
- Uses chemical test kit to test for controlled substances;
  - Thoroughly searches crime scenes for physical evidence;
  - Collects and examines evidence and personal property from crime scenes;
  - Reviews crime lab reports.
8. Participates in the training program of the department.
- Evaluates new officers during probationary period, submitting proper progress reports;
  - Provides classroom instruction to other officers, recruits, reserves;
  - Provides on-the-job training to other officers;
  - Prepares lesson plans;
  - Attends in-service training, outside conferences or training programs and/or seminars;
9. Engages in Community Relations activities.
- Talks with individuals on the street to obtain information;
  - Talks with people on the street in patrol area to establish rapport;
  - Meet with and make presentation to community groups;
  - Provides information to news media for dissemination;
  - Instructs members of the community on crime prevention;
  - Explains recruitment policies to interested individuals and community groups;
  - Requests help from news media in crime prevention or solving;
  - Instruction to the public on self-defense;
  - Inspects businesses and dwellings for security devices and proper protection methods;
  - Helps establish and coordinate community neighborhood watch groups.
10. Prepares official police documents.
- Prepares official police reports for both internal and external use;
  - Prepares all official reports or documents as required in a neat, concise and factual manner;
11. Performs such other duties as may be required by department policy, supervisors, and/or department head.

**Required Knowledge, Skills, and Abilities:** Considerable working knowledge of the common laws covering traffic and general behavior; ability to react quickly and calmly to emergency police situations; ability to develop skill in the use and care of firearms and other weapons; ability to drive an automobile safely and efficiently; excellent physical condition.

**Acceptable Experience and Training:** Is a citizen of the United States and a resident of Iowa or intends to become a resident upon being employed. Has reached eighteenth birthday at the time of appointment. Has or be able to obtain a valid driver's or chauffeur's license issued by the State of Iowa. Is not addicted to drugs or alcohol. Is of good moral character as determined by a thorough background investigation including a fingerprint search conducted by local, state, and national fingerprint files and has not been convicted of a felony or a crime involving moral turpitude. Moral turpitude is defined as an act of baseness, vileness, or depravity in the private and social duties which a person owes to another person, or to society in general, contrary to the accepted and customary rule of right and duty between person and person. It is conduct that is contrary to justice, honesty, or good morals. The following nonexclusive list of acts have been held by the courts to involve moral turpitude: income tax evasion, perjury, or its subordination, theft, indecent exposure, sex crimes, conspiracy to commit a crime, defrauding the government and illegal drug sales. Various factors, however, may cause an offense which is generally not regarded as constituting moral turpitude to be regarded as such. For example, a record of a number of convictions for simple assault would involve moral turpitude, whereas, a singular act would not. Can successfully pass a physical ability/agility test. Is not by reason of conscience or belief opposed to the use of force, when necessary to fulfill his or her duties. Is a high school graduate with a diploma, or possesses an equivalency certificate which meets the minimum score required by the State of Iowa as determined by the State Department of Public Instruction. Has an uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and normal color vision. Normal color vision, as determined by the American Optical Company, Psuedo-Isochromatic Plates test, requires correct identification of fourteen out of the eighteen plates. Has normal hearing in each ear. Hearing is considered normal, when tested by an audiometer, hearing sensitivity thresholds are within 25db measured by a licensed physician or surgeon and can pass a medical physical examination to meet the physical requirements necessary to fulfill the responsibilities of a law enforcement officer. Has performed satisfactorily in a pre-employment written examination.